

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: February 11, 2014

Re: **Notice of Proposed Classification Actions –Final Notice No. 22 FY 13/14 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective February 11, 2014.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Jennifer Johnston, CSC
Sandra Eng, CSC
Linda Cosico, DHR
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Chris Trenchel, Controller/ Budget Division
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 22
Fiscal Year: 2013/2014
Posted Date: 2/03/2014
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

Item #	Job Code	Title
1	7134	Water Construction and Maintenance Superintendent

For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Classification and Compensation Analyst, at (415) 557-4926 or by email at Cathy.Abela@sfgov.org.

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the effected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: WATER CONSTRUCTION AND MAINTENANCE SUPERINTENDENT
Job Code: 7134**

INTRODUCTION

Under general direction, exercises responsibility for the organization and supervision of the construction and maintenance activities of the services and meters section and main pipe line section of the city water distribution system, including subordinate supervisory personnel, field crews, water gatemen, reservoir keepers, various crafts and auxiliary personnel; and performs related duties as required.

Requires major responsibility for: developing, coordinating, originating, and executing policies, methods and procedures within the sections supervised; achieving major economies and/or preventing major losses through efficient organization and supervision of activities and. enforcing the judicious use and handling of equipment, materials and supplies; continuing contacts with subordinate supervisory employees and representatives of outside organizations and groups in dealing -with a wide variety of field activities; directing the preparation, maintenance., review and approval of records and reports affecting all operational and maintenance activities within sections supervised.

DISTINGUISHING FEATURES

The 7134 Water Construction and Maintenance Superintendent is distinguished by the level of responsibility for the organization and supervision of the construction and maintenance activities of the services and meters section and main pipe line section of the city water distribution system.

SUPERVISION EXERCISED

The Water Construction and Maintenance Superintendent supervises class 7284 Utility Plumber Supervisor IIs and other subordinate staff involved in the construction and maintenance functions of the City Distribution Division.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Plans and directs the operations and personnel of the services and meters section and the main pipe line section, including general foremen, foremen, and a number of field crews engaged in keeping the distribution main lines and consumer services in good working order; organizes and supervises the construction, installation, maintenance, repair and replacement of mains, domestic and fire services, meters, valves, fittings and other appurtenances.
2. Supervises and is responsible for the maintenance of city distribution reservoirs and various water department buildings at several locations.
3. Inspects proposed work areas and location in order to plan the work to best advantage.
4. Determines work methods and makes Job assignments and periodic changes as necessary to

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insure maximum production and service and minimum costs.

5. Inspects and checks routine reports of construction and maintenance work accomplished to insure proper recommendation and quality in accordance with department specifications procedures and requirements.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Abilities and Skills: Requires considerable knowledge of the general construction, operation and maintenance requirements of large water works distribution systems and a basic practical knowledge of hydraulic engineering.

Requires ability to: read and interpret plans and specifications; organize and direct a number of field crews in performing important installation, maintenance and repair operations; prepare clear and concise reports, records, and correspondence; effectively convey information verbally and explain complex ideas clearly; and supervise subordinate employees.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

1. Eight years of experience in the metal trades industry, preferably in a large water or public works organization, of which at least three years shall have been in an important supervisory capacity over field construction, installation, maintenance; AND
2. Possession of a current Grade IV Water Distribution Water Operator Certificate issued by the State of California, Department of Health Services; AND
3. Possession of a valid California Driver's License

LICENSE AND CERTIFICATION

Possession of a Grade V Water Distribution Operator Certificate issued by the State of California, Department of Health Services is required within twelve (12) months of appointment.

PROMOTIVE LINES

From: 7284 Utility Plumber Supervisor 2

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: WATER CONSTRUCTION AND MAINTENANCE SUPERINTENDENT
Job Code: 7134**

ORIGINATION DATE: 1/12/61

AMENDED DATE: 2/11/2014

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN SFCCD SFMTA SFUSD